

**Accessory Structures (200 square feet or more)
(detached garages, sheds, outbuildings, etc.)
Zoning Compliance Permit Checklist
(revised 9-8-2015)**

**Joint City-County Planning Commission of Nelson County
One Court Square, 2nd Floor, Old Courthouse Building
Bardstown, Kentucky
(502) 348-1805**

Permits & Approvals Required

The following permits and approvals may be required for your project. This listing may not be inclusive, and other permits and approvals (e.g., electrical, mechanical, plumbing, etc.) may be required. Please contact appropriate agencies to determine additional permit and approval requirements.

- If located in City of Bardstown, Land Disturbance Permit (structures over 1,000 sf) - contact Engineering Department, Bardstown City Hall, 220 North Fifth Street, 348-5947
- Certificate of Appropriateness – contact Bardstown Historic Review Board, City Hall, 220 North Fifth Street, 349-5947
- Entrance/Encroachment Permit (new driveways) – contact:
 - City Street – contact Engineering Department, Bardstown City Hall, 220 North Fifth Street, 348-5947
 - State Road - contact Kentucky Transportation Cabinet, 270-766-5066
- Zoning Compliance Permit – contact Planning Commission - see below
- Building/Electrical Permit/Inspection – contact Code Enforcement, Old Courthouse, 2nd Floor, 348-1862
- Plumbing Permit/Inspection – contact Plumbing Inspector, 349-1310
- If located in Cities of Bloomfield, Fairfield, or New Haven, City Business License – contact appropriate City Hall

Zoning Compliance Permit Requirements

The following documentation and fees must be submitted:

- Building & Zoning Compliance Permit application, completed and signed;
- Copy of deed or plat/survey;
- Site plan, drawn to scale and showing the following information: lot/tract dimensions, location and dimensions of all proposed and existing buildings and structures, driveways, parking, sidewalks, and open space and distances of all structures from front, side, and rear property lines (sample is available for reference);
- Copy of City Land Disturbance Permit (if applicable);
- Copy of Entrance/Encroachment Permit (if applicable);
- Copy of Certificate of Appropriateness (if applicable);
- Copy of city business license (if applicable)
- Copy of approved Variance and/or Conditional Use Permit (if applicable);
- Notarized Affidavit for Personal Use, if structure is over 1,152 square feet; and,
- Zoning Compliance Permit review fee (payable to Planning Commission).

Upon issuance of Zoning Compliance Permit, please take a copy of the Zoning Compliance Permit to Nelson County Code Enforcement to complete the permitting process.

Late Fee Notice:

A late or “after the fact” fee will be assessed for any work started without the required approval and/or permit and for altering, amending, or revising an approved project without prior approval.

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